

Minutes from the Colyton Parish Neighbourhood Plan Steering Group Meeting **11/01/2017**

Steering Group:- Cathy Richards, Caroline Collier, Colin Pady, Carol Rapley, Steve Selby, David Page, Helen Parr, Huntley Evans (new members as below)

Apologies:- Elaine Stratford, Lucy Dack, Robert Griffin, Colin Chesterton

Public:- Diana Nason

Minutes of Previous Meeting

The minutes of the previous meeting 9/11/2017 were agreed to be an accurate record and signed.

Matters Arising

1. Election of Chair. Steve Selby proposed Huntley Evans to Chair the NPSG, seconded Carol Rapley and carried.
2. Election of Vice Chair. Colin Pady proposed Caroline Collier, seconded Huntley Evans and carried.
3. Secretary. There being no volunteers, Huntley Evans said he would temporarily act as Secretary to the S.G. until a replacement was found. It was suggested that Elaine Stratford was approached (action Huntley Evans). David Page said that he was prepared to act as a backup secretary if the main Secretary was unavailable for a particular meeting.
4. Colyford Representatives on the S.G. Following verbal and e-mail calls for volunteers who live in Colyford to serve on the S.G., Carol Rapley, Steve Selby and Robert Griffin have stepped forward. Cathy Richards proposed they become members of the S.G., seconded by Colin Pady and carried
5. Following some discussion on the composition of the S.G. it was proposed that David Page and Helen Parr were co-opted onto the S.G., seconded by Huntley Evans and carried.
6. Cathy Richards will ask Natalie McNeice for her e-mail address as the one we have is no longer working.

Terms of Reference

Colin Pady proposed that draft SG Terms of Reference which had been circulated to SG members be adopted, seconded Carol Rapley and approved with the minor amendment that people could be seconded onto the Steering Group as required to develop the NP,

Process and Schedule

The v2 draft schedule which had been previously circulated was discussed at some length and the majority agreed that given the experience of other Parishes, a 12 month schedule was not realistic. 18 months was felt to be more appropriate and Huntley Evans will produce another Draft showing this, with the intention of it being ratified at the next meeting.

Appointment of Consultants

There was much debate about the necessity of and desirability of appointing a Consultant, with views ranging from:-

- Necessary and desirable to advise on the whole process
- Necessary and desirable to advise on critical parts of the process
- Not necessary or desirable and a waste of public money

Also, views differed about whether a competitive tendering process had to be completed to appoint a Consultant and spend public funds.

It was agreed that more research/analysis needed to be carried out to recommend the use of a Consultant or not and the following actions would be carried out:-

1. Liaison with other Parishes to find their views experience (Huntley Evans/David Page)
2. Liaison with EDDC to find their views and experience (Huntley Evans/David Page)
3. Attendance at the South West Neighbourhood Planning Event on 25th January in Bath where the “pros and cons of employing consultants” is a specific agenda item

Public Engagement

Carol Rapley and Steve Selby will circulate a similar poster/message as was put up in Colyton last year, soliciting views from the public on issues to be covered by the NP.

At the next meeting the local groups to be approached will be ratified and volunteers confirmed to visit each group.

Date of Next Meeting (second Wednesday each month)

Wednesday 8th February 19:30 in the Boardroom, Colyton Town Hall

Huntley Evans
Pro tem SG Secretary

Approved

Huntley Evans
Chair, Colyton Parish Neighbourhood Plan Steering Group